

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

	REQUISITION NUMBER	DUE DATE	TIME DUE
MDOT PROJECT MANAGER	JOB NUMBER (JN)	CONTROL SECTION (CS)	
DESCRIPTION			

MDOT PROJECT MANAGER: Check all items to be included in RFP WHITE = REQUIRED ** = OPTIONAL Check the appropriate Tier in the box below			CONSULTANT: Provide only checked items below in proposal
<input type="checkbox"/> TIER I (\$50,000 - \$150,000)	<input type="checkbox"/> TIER II (\$150,000-\$1,000,000)	<input type="checkbox"/> TIER III (>\$1,000,000)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding of Service **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Chart
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team
Not required as part of Official RFP	Not required as part of Official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control **
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.
N/A	N/A	<input type="checkbox"/>	Presentation **
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)
3 pages (MDOT Forms not counted)	7 pages (MDOT Forms not counted)	14 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes. Resumes limited to 2 pages per key staff personnel.

PROPOSAL AND BID SHEET EMAIL ADDRESS – mdot-rfp-response@michigan.gov

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least five (5) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

5100J – Consultant Data and Signature Sheet (Required for all firms performing non-prequalified services on this project.)

(These forms are not included in the proposal maximum page count.)

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest (Consultant/Vendor Selection Guidelines for Services Contracts) **AA**

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RFP SPECIFIC INFORMATION

☐ ENGINEERING SERVICES ☐ BUREAU OF TRANSPORTATION PLANNING ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☐ NO ☐ YES DATED _____ THROUGH _____

☐ **Prequalified Services** – See the attached Scope of Services for required Prequalification Classifications.

☐ **Non-Prequalified Services** – If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. **Form 5100J is required with proposal for all firms performing non-prequalified services on this project.**

☐ **Qualification Based Selection** - Use Consultant/Vendor Selection Guidelines.

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualification Based Selection / Low Bid** – Use Consultant/Vendor Selection Guidelines. See Bid Sheet instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted. The vendor that has met established qualification threshold and with the lowest bid will be selected.

☐ **Best Value** – Use Consultant/Vendor Selection Guidelines, See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required – no proposal required.)

BID SHEET INSTRUCTIONS

Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) with the proposal, to the email address: mdot-rfp-response@michigan.gov. Failure to comply with this procedure may result in your bid being rejected from consideration.

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PARTNERSHIP CHARTER AGREEMENT

MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful partnering. Both the Consultant and MDOT Project Manager are reminded to review the [ACEC-MDOT Partnership Charter Agreement](#) and are asked to follow all communications, issues resolution and other procedures and guidance's contained therein.

**NOTIFICATION
MANDATORY ELECTRONIC SUBMITTAL**

Proposals submitted for this project must be submitted electronically.

The following are changes to the Proposal Submittal Requirements:

- Eliminated the Following Requirements:
 - Safety Program
 - Communication Plan
 - Past Performance as *a separate section*
 - Separate section for DBE Statement of goals. Include information in Qualification of Team section
- Implemented the Following Changes:
 - All proposals require an Organization Chart
 - Resumes must be a maximum of two pages
 - Only Key (lead) staff resumes may be submitted
 - Tier III proposal reduced from 19 to 14 pages
 - Forms 5100D, 5100I, and 5100G combined – 5100D
 - Forms 5100B and 5100H combined – 5100B
 - RFP's will be posted on a weekly basis -- on Mondays

The following are Requirements for Electronic Submittals:

- Proposals must be prepared using the most current guidelines
- The proposal must be bookmarked to clearly identify the proposal sections (See Below)
- For any section not required per the RFP, the bookmark must be edited to include "N/A" after the bookmark title.
Example: Understanding of Service – N/A
- Proposals must be assembled and saved as a single PDF file
- PDF file must be 5 megabytes or smaller
- PDF file must be submitted via e-mail to MDOT-RFP-Response@michigan.gov
- MDOT's requisition number and company name must be included in the subject line of the e-mail. The PDF shall be named using the following format:
 - Requisition#XXX_Company Name.PDF
- MDOT will not accept multiple submittals
- Proposals must be *received* by MDOT on or before the due date and time specified in each RFP

If the submittals do not comply with the requirements, they may be determined unresponsive.

The Consultant's will receive an e-mail reply/notification from MDOT when the proposal is received. Please retain a copy of this e-mail as proof that the proposal was received on time.
Consultants are responsible for ensuring the MDOT receives the proposal on time.

****Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response****

Required Bookmarking Format:

- I. Request for Proposal Cover Sheet Form 5100D
 - A. Consultant Data and Signature Sheet, Form 5100J (if applicable)
- II. Understanding of Service
 - A. Innovations
- III. Qualifications of Team
 - A. Structure of Project Team
 - 1. Role of Firms
 - 2. Role of Key Personnel
 - B. Organization Chart
 - C. Location
- IV. Quality Assurance / Quality Control Plan
- V. Resumes of Key Staff
- VI. Pricing Documents/Bid Sheet (if applicable)

2/14/12

NOTIFICATION E-VERIFY REQUIREMENTS

E-Verify is an Internet based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. There is no charge to employers to use E-Verify. The E-Verify system is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration. E-Verify is available in Spanish.

The State of Michigan is requiring, under Public Act 200 of 2012, Section 381, that as a condition of each contract or subcontract for construction, maintenance, or engineering services that the pre-qualified contractor or subcontractor agree to use the E-Verify system to verify that all persons hired during the contract term by the contractor or subcontractor are legally present and authorized to work in the United States.

Information on registration for and use of the E-Verify program can be obtained via the Internet at the DHS Web site: <http://www.dhs.gov/E-Verify>.

The documentation supporting the usage of the E-Verify system must be maintained by each consultant and be made available to MDOT upon request.

It is the responsibility of the prime consultant to include the E-Verify requirement documented in this NOTIFICATION in all tiers of subcontracts.

9/13/12

Michigan Department of Transportation

SCOPE OF SERVICE FOR SPECIALTY SERVICES TRANSPORTATION SYSTEMS MANAGEMENT & OPERATIONS (TSM&O) IMPLEMENTATION PLAN

CONTROL SECTION(S): 84900

JOB NUMBER(S): 126537

PROJECT LOCATION:

The project is located statewide

PROJECT DESCRIPTION:

PHASE 1: Develop a TSM&O business case document

The business case consists of but is not limited to:

- MDOT benefit/cost analysis for all TSM&O projects, programs
- ITS infrastructure/operational investment

PHASE 2: Develop a plan for the TSM&O program/budget implementation

The plan should pertain to:

- Incorporation of the State Long Range Transportation Plan (SLRP)
- Suitable for the State Transportation Improvement Program (STIP)
- Proration for the Transportation Improvement Plans (TIPs)

ANTICIPATED SERVICE START DATE: May 1, 2015

ANTICIPATED SERVICE COMPLETION DATE: May 1, 2017

PRIMARY PREQUALIFICATION CLASSIFICATION(S): N/A

SECONDARY PREQUALIFICATION CLASSIFICATION(S): N/A

PREFERRED QUALIFICATIONS:

Firms with greater than 5 years of experience involving TSM&O related projects

DBE REQUIREMENT: 0%

MDOT PROJECT ENGINEER MANAGER:

Steven J. Cook, P.E.
Engineer of Operations/Maintenance Field Services
Michigan Department of Transportation
Operations Field Services
6333 Lansing Road
Lansing, MI 48917
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PHASE 1

Produce documents that support a TSM&O business case for MDOT in a succinct understandable manner according to this RFP. Each TSM&O document should be prepared in a manner that will meet specific audience needs so they have enough information to better understand the important aspects of funding, deployment, benefit, and operating TSM&O initiatives. With the aid of TSM&O outreach materials, external audiences/partners are able to understand the need for highway TSM&O and the value it can provide to not only the motoring public but also the operations of public agencies.

PRODUCTS/DELIVERABLES

- Establish cross-discipline interagency working group to develop the business case.
- Define purpose, scope, and audience (internal and external) for the business case
- Conduct benefit/cost analysis for all TSM&O projects, programs and activities, including ITS B/C infrastructure study (MDOT completing ITS only benefit/cost analysis by July 2015)
- Create a business case document and related communications material including performance benefit/cost data justifying selected TSM&O capability and strategy improvements
- Identify promising formats and communication strategies for business case targeted audiences
- Link effort to MAP-21 System Reliability performance measures and targets
- Link effort to national best practices and AASHTO subcommittee on TSM&O initiatives as stated on pages 4 and 5 below
- Prepare report – and convert communication materials for a variety of audiences to be easily accessible and used by MDOT

PHASE 2

Develop a statewide TSM&O plan incorporating regional/multimodal stakeholders - suitable for incorporation into SLRP and a related program/budget suitable for STIP. Evaluation of both related capability improvement strategies and TSM&O projects - in the form of incremental improvements with related resource requirements – to serve both the TSM&O program and for incorporation into SLRP, STIP, TIP(s) and for senior leadership outreach materials.

Phase 1 should start before Phase 2. Phase 1 should also be draft complete before Phase 2. However, draft findings and draft completed document(s) from Phase 1 may need to be modified to incorporate findings/deliverables from Phase 2 and vice-versa (B/C, communications, etc.). Coordinate findings with MDOTs' Organizational Strategic Plan, MDOT Strategic Operations Plan, MDOT ITS Strategic Plan, MDOT Connected Vehicle Strategic Plan where appropriate.

PRODUCTS/DELIVERABLES

- Convene working group of DOT TSM&O staff, DOT planners and regional partners (MPOs, local governments, and others as determined by the PM) to generate consensus on objectives and process for TSM&O Plan. Review examples from peer states/regions and Planning for Operations guidance from FHWA/AASHTO regarding integration of TSM&O into the statewide and regional planning and programming processes
- Develop framework for improvement by building on current state-of-the-practice, previous planned activities, and existing architecture/concept of operations/systems; define network coverage (statewide, regional, corridor), improvement actions at appropriate level of detail (systems, strategies and procedures), timeframes, and key service delivery participants
- Develop plan and program document(s) – oriented for integration into agencies and existing partner agencies planning process and documents
- Link effort to MAP-21 System Reliability performance measures and targets
- Leverage B/C and communications piece from Phase 1 above
- Link effort to national best practices and AASHTO STSMO initiatives
- Prepare report – and convert to communication materials for a variety of audiences & stakeholders of TSM&O and appropriate SLRP, STIP, and TIP(s)

Questions

Questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any question(s) must be asked as least three working days prior to the proposal due date and time. All questions and the answers will be placed on the MDOT website as soon as possible after receipt of the question(s). The name of the vendor submitting the question(s) will not be disclosed.

BACKGROUND

TSM&O is not a traditional emphasis of state DOTs (traditional focus on program expansion and maintaining system functionality for safety and extended service life). Consequently, TSM&O is not a mature element of many transportation agencies. In response to this developing need, the Federal Highway Administration (FHWA) is sponsoring a series of capability maturity self-assessment workshops across the country to measure and advance TSM&O capabilities for participating departments.

MDOT entered in to an agreement with FHWA and their consultant to develop a TSM&O Implementation Plan based on feedback from several agency stakeholders across Michigan. Input was then sought from the FHWA Division Office, MDOT TSM&O sponsors and the Core Team members.

The details of the two selected priority actions and the rationale for not selecting the remaining three are provided in the MDOT TSM&O Implementation Plan.

Below are the two selected priority action items requiring development:

1. Develop a TSM&O business case document for external audiences (outside MDOT) including MDOT benefit/cost analysis for all TSM&O projects, programs and activities, including Intelligent Transportation System (ITS) infrastructure (MDOT completing ITS only benefit/cost analysis by July 2015)/operational investment, in a manner that still captures nuances of particular investments not easily quantified for key external audiences. External audiences include:
 - Politicians/Legislators/Policy-Makers
 - Transportation partners (locals, MPOs, suppliers, etc.)
 - General public/motorist
2. Develop a statewide TSM&O plan incorporating regional/multimodal stakeholders suitable for incorporation into State Long Range Transportation Plan (SLRP) and a related program/budget suitable for State Transportation Improvement Program (STIP) and prorated budget amount for the appropriate Transportation Improvement Plans (TIPs).

It was recommended to not overlook the importance of several other dimensions that should be considered as placeholders and resources for potential action as the Implementation Plan was carried out, especially in relation to developing the business case for TSM&O and making connections to other strategic planning exercises, these include:

- Performance Measurement – focus on data collection as inputs into the TSM&O Plan, as well as in response to the requirements developed in the FHWA Moving Ahead for Progress in the 21st Century (MAP-21)
- USDOT ITS Joint Project Office (JPO) Connected Vehicle Pilot Deployment Program, region and national pilot deployments (2015 through 2018)
- Organization and Staffing – need to establish TSM&O as a core department program
- Culture – build MDOT staff awareness of what TSM&O is among those who support or complement it (i.e., planning and program integration, etc.)
- Coordination with MDOTs’ Organizational Strategic Plan, MDOT Strategic Operations Plan, MDOT ITS Strategic Plan, MDOT Connected Vehicle Strategic Plan, and MDOT ITS Benefit and Cost Analysis (completion July 2015)
- AASHTO Sub-committee on TSM&O
- AASHTO National Operations Center of Excellence
- National Cooperative Highway Research Program proposed, on-going (i.e., NCHRP 20-68 TSM&O Domestic Scan and other proposed NCHRP TSM&O research projects), and completed work
- Strategic Highway Research Program (SHRP 2) suite of TSM&O initiatives
- Other State DOTs, Local Agencies, MPOs, etc. that have deployed TSM&O activities
- Great Lake Regional Transportation Operations Coalition (GLRTOC) and other similar national collaboration activities

Additional References: Existing state DOT resources and recent TRB research may help with the execution of MDOT’s priority actions.

- Priority Action #1 – Materials on making the business case for TSM&O were prepared from the SHRP 2 Program, including a Business Case Primer, Communications Toolkit with customizable presentations and brochures, and a CEO Briefing Book:

http://TSMOinfo.org/business_case/

- Priority Action #2 – Examples of state DOT ITS/TSM&O plans:
 - Florida:

<http://floridaitis.com/01ITSGC/doc-TSMO/TSMO-Strategic-Plan-2013-v2.pdf>

- Nevada:

http://www.kimley-horn.com/projects/NevadaITRP/images/pdfs/TechMem_Dec.pdf

In addition to the selected website references above, a comprehensive database of resources are provided in the Document Library of the SHRP 2 Program's TSM&O Knowledge Transfer System website.

It is recommended that the Document Library be explored to help identify resources to carry out the Michigan DOT Implementation Plan's priority actions:

<http://TSMOinfo.org/documents/>

CONSULTANT RESPONSIBILITIES:

A. Develop and Maintain Schedule

Consultant(s) shall provide information on their internal method for scheduling and controlling the project to the Project Manager.

B. Manage Subconsultants

Consultant will coordinate, manage, and monitor the performance of subconsultants. The subconsultant coordination meetings will be conducted on an as needed basis.

C. Prepare Progress Reports and Invoices

The Consultant Team will prepare monthly progress reports in a format that will include a summary of the work conducted on each task during the previous month, the work anticipated for the upcoming month, problems encountered and required MDOT actions.

D. Conduct Quality Assurance/Quality Control (QA/QC) Activities

This task includes conducting QA/QC of all interim and major deliverables. Documents will be checked for format, grammar/etc., understandability, readability, accuracy, etc. All plan comments and revisions will be documented and tracked.

E. Maintain Project Records and Files

The Team will maintain and organize project records, correspondence, files and deliverables for access by MDOT.

F. Coordination with other MDOT Initiatives

MDOT Organizational Strategic Plan, MDOT Strategic Operations Plan, MDOT ITS Strategic Plan, MDOT Connected Vehicle Strategic Plan, and “MDOT ITS Benefit and Cost Analysis (completion July 2015), and documents generated from the MDOT SHRP 2 L06 TSM&O workshop.

MDOT RESPONSIBILITIES:

MDOT shall:

- A. Provide the final MDOT TMS&O Capability Maturity Model and Implementation Plan
- B. Provide notice to proceed
- C. Provide primary point of Contact
- D. Complete project scheduled tasks
- E. Grant and assist with site access
- F. Provide documentation of existing equipment
- G. Communicate project changes
- H. Assist with coordinating access, schedules, partners, infrastructure and telecommunication system that MDOT may have available to complete the deliverables described

CONSULTANT PAYMENT – Actual Cost Plus Fixed Fee:

Compensation for this project shall be on an **actual cost plus fixed fee** basis. This basis of payment typically includes an estimate of labor hours by classification or employee, hourly labor rates, applied overhead, other direct costs, subconsultant costs, and applied fixed fee. The fixed fee for profit allowed for this project is 11.0% of the cost of direct labor and overhead.

All billings for services must be directed to the Department and follow the current guidelines. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

MDOT will reimburse the consultant for vehicle expenses and the costs of travel to and from project sites in accordance with MDOT's Travel and Vehicle Expense Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Travel_Guidelines_05-01-13_420289_7.pdf?20130509082418. MDOT's travel and vehicle expense reimbursement policies are intended primarily for construction engineering work. Reimbursement for travel to and from project sites and for vehicle expenses for all other types of work will be approved on a case by case basis.

MDOT will pay overtime in accordance with MDOT's Overtime Reimbursement Guidelines, dated May 1, 2013. The guidelines can be found at http://www.michigan.gov/documents/mdot/Final_Overtime_Guidelines_05-01-13_420286_7.pdf?20130509081848. MDOT's overtime reimbursement policies are intended primarily for construction engineering work. Overtime reimbursement for all other types of work will be approved on a case by case basis.

GENERAL ORGANIZATION INFORMATION

REQUIRED RESPONDENT INFORMATION

Please provide the following required respondent information. Failure to respond to each requirement may disqualify the respondent from further participation in this RFP.

RESPONDENT NAME AND ADDRESS: Provide name, address, principle place of business, telephone number of legal entity with whom the contract is to be written, and the web page address.

Name and Title:		
Address:		
City, State, Zip:		
Phone:	()	Facsimile: ()
Web Page:		

LOCATION ADDRESS

Address:	
City, State, Zip:	

ORGANIZATION AND YEAR:

Please provide the legal status and business structure (corporation, partnership, sole proprietorship, etc.) of the respondent and the year the entity was established.

Status:		Year:
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RFP CONTACT:

Please provide the following information of the respondent's RFP contact:

Name and Title:		
Address:		
City, State, Zip:		
Phone:	()	Facsimile: ()
Web Page:		

Bid Sheet

All entries on this page must be handwritten in ink or computer generated. This page provides for costs by payment category. This is provided as an example. Priced proposal costs will be required after selection, in accordance with the MDOT Priced Proposal Guidelines ([Guidelines](#)).

Employee Name	Classification	Direct Labor Hourly Rate

Overhead Rate: _____ %

Fixed Fee: 11 %

Total Estimated Labor: \$ _____

Estimated Subconsultants: \$ _____

Estimated Direct expenses: \$ _____

(Listed by item at estimated actual cost)

Note: Submitting consultants are required to fill in the employee name(s), classification(s), hourly rate(s), and overhead rate only. Consultants do not determine a total bid amount. This will be calculated by MDOT.